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Citation: 246.7 (g) Approval Date: 12/00 Nebraska Health & Human Services NEBRASKA WIC PROGRAM <u>Procedure Title</u>: Reactivation of a Participant's Certification Record

Purpose

Describe situations where a participant's record may be reactivated.

When Reactivation May Be Used

When a client is still within a valid certification period and has been terminated from the WIC Program due to one of the following situations their record may be reactivated.

These specific situations are:

- ♦ Not currently residing within local agency service area or not residing in Nebraska.
- ♦ Voluntary withdrawal from the program.

Suspended from WIC participation due to the accumulation of too many sanction points.

How To Reactivate Records

Records may be reactivated and checks printed for the client by using the Reversal of Termination function in the computer system.

Staff should update client information in the file which has changed since the last check issuance.

Examples of information which should be checked are:

- ♦ Address and phone numbers
- Proxy designation
- ♦ Food package
- ♦ Vendor choice